

February 10, 2015

Greetings Vendor,

On behalf of the City of Dayton, I would like to thank you for considering your vital participation in the 2015 Summer Music Series. In efforts to grow the Summer Music Series and make it a pleasing experience for all, we have made some necessary changes for 2015. One of the notable changes effective this year is the new policy concerning payment. We will no longer accept checks as payment from vendors. All vendor applications must be paid with money order. Please be sure to read the entire Vendor Application Packet, for additional updated information.

If you have any questions, please feel free to contact me by phone at 937-333-3393, or via email at Lamonte.Hall@daytonohio.gov. I look forward to working with you in 2015.

Thank you,

A handwritten signature in cursive script, appearing to read "Lamonte Hall Jr.", written in dark ink.

Lamonte Hall Jr.
Recreation Program Coordinator
City of Dayton – Department of Recreation and Youth Services
937-333-3393
Lamonte.Hall@daytonohio.gov



101 W. Third Street
Dayton, Ohio 45402

2015 City of Dayton Music Series Merchandise Vendor Application Packet



10 W. Second St., Suite 611
Dayton, Ohio 45402

February, 2015

Dear Prospective Merchandise Vendor:

The City of Dayton's Department of Recreation and Youth Services and the Downtown Dayton Partnership are pleased to present the 2015 City of Dayton Music Series at Dave Hall Plaza in Downtown Dayton. There are four festivals that make up this series. The first one is the Jazz Festival on June 21st, followed by the Dayton Blues Festival on July 19th, the Dayton Rock Festival on August 16th, and concluding with the Dayton Reggae Festival on September 6th. In preparation for these events, we are soliciting potential merchandise vendors to participate.

Attached, you will find the vendor provisions and application forms. You may apply to participate in one or more festivals. **If you choose to participate in all four festivals, and return your application and fees for all four festivals by June 11, 2015, you will receive an \$80 discount off of the total fees due.** The advance, pre-paid fee for all four festivals is \$280. The single festival fee is \$90.00. ***Checks will not be accepted!*** **You must apply in advance to be considered as a vendor for each festival.** All applications will be taken on a first come, first serve basis. You will receive a receipt upon submittal of your application. **All applications and general provisions must be received at the Downtown Dayton Partnership Office by 12:00 noon on the deadline dates indicated below:**

Festival	*Application Deadline	Festival Date
Dayton Jazz Festival	Thursday, June 11, 2015	Sunday, June 21, 2015
Dayton Blues Festival	Thursday, July 9, 2015	Sunday, July 19, 2015
Dayton Rock Festival	Thursday, August 6, 2015	Sunday, August 16, 2015
Dayton Reggae Festival	Thursday, August 27, 2015	Sunday, September 6, 2015

Space is limited; therefore, applications will be accepted according to the following criteria:

- Local (Dayton) vendors will have preference;
- **Vendors who have participated in the past will be considered first if they have their application and payment in on time;**
- In the event of product duplication, the date of receipt of application and payment will be taken into consideration.

***Applications and payments WILL NOT be accepted after the deadline listed above.**

When submitting application materials, please make money orders payable to: **Downtown Dayton Partnership**, noting in the memo section of the money order whether the payment is for the Jazz, Blues, Rock, Reggae, or all four festivals, and attach it with your application. ***Checks will not be accepted!*** Application materials and money order must be sent to the following address:

Downtown Dayton Partnership - Attn: Music Series; 10 W. Second St., Suite 611; Dayton, Ohio 45402

If you have any questions, please contact me at 937-333-3393. I look forward to working with you in making the 2015 Music Series successful this year.

Sincerely,

Lamonte Hall Jr., Vendor Coordinator – Music Series
City of Dayton's Department of Recreation and Youth Services

Enclosures:

1. Application
2. General Provisions

**2015 City of Dayton Music Series
Merchandise Vendor
General Conditions and Provisions**

Please Check the Event for Which You Are Applying

Check one	Festival	Festival Date
	Dayton Jazz Festival	Sunday, June 21, 2015
	Dayton Blues Festival	Sunday, July 19, 2015
	Dayton Rock Festival	Sunday, August 16, 2015
	Dayton Reggae Festival	Sunday, September 6, 2015

The 2015 Music Series will be held in Downtown Dayton, Ohio at Dave Hall Plaza located at Fourth and Jefferson Streets. By submitting the Merchandise Vendor Application, you agree to abide by the following conditions and provisions:

GENERAL CONDITIONS AND PROVISIONS ARE AS FOLLOWS:

1. Completed and signed applications, general provisions and fees must be returned to the Downtown Dayton Partnership; 10 W. Second St., Suite 611; Dayton, Ohio 45402; Attn: Music Series no later than the designated deadline by 12:00 noon. Make money orders payable to: **Downtown Dayton Partnership.**
2. All City of Dayton Fire Department regulations must be adhered to regarding transportation, set-up, use of, and tear-down of all materials, supplies and equipment needed. According to the Ohio State Fire Marshal's Code, vendors may not have open flames, such as gas or propane, under a tent cover.
3. All vendors will be assigned a rental space in the merchandise court. Spaces will be assigned by the City of Dayton Music Series Committee. All vendors are allotted a **10'x 10' space**. Any space needed greater than this allotment will require the vendor to apply for and be charged for the additional rental spaces.
4. No political promotions, fund-raising, raffles or games are permitted.
5. Vendors may **not** have any pets, other than guide/assistance dogs on the Festival site.
6. Vendors are **not** permitted to sell edible products.
7. **No electricity** is provided for merchandise vendors. Any merchandise vendor that is found tapping into any electricity will be **asked to leave the festival, forfeit vendor fees and will not be allowed to participate in future festivals.**
8. **Set-up times for vendors will be 7:00 a.m. – 8:30 a.m. on the date of the event.** All vehicles must be removed from the site by 8:30 a.m.
9. All vendors must be **ready for operation by 12:30 p.m. on the date of the event and must start clean up at 8:30 p.m. for the Jazz, Blues, and Rock Festivals, and 7:30 p.m. for the Reggae Festival.**
10. Set-up, including all booths and equipment, is the vendor's responsibility. If tents are used,

they must be free-standing. **All equipment must not exceed rented space.**

11. The Music Series Planning Committee reserves the right to be the sole judge of the suitability of any item being offered for sale. Any decision made by the Planning Committee shall be final.
12. Any vendor violating the conditions and provisions outlined herein will be asked to leave the event area and the vendor fee will be forfeited.
13. Vendors will furnish and pay for any tax or license that may be required.
14. In the event that the **Music Series Planning Committee** cancels an event due to inclement weather or other local emergencies, the following provisions will apply:
 - Cancellation is made prior to day of event; vendors will receive a full refund.
 - Cancellation is made the day of the event and vendor has set-up and been operating for at least 4 hours; vendors will receive a 50% refund. Delays for musical performance do not constitute a cancellation; therefore, no refund will be made.
 - A Refund Request form must be submitted to receive a refund.
15. If the vendor cancels for any reason, no refund will be provided.

By signing this application form, you agree to abide by the provisions provided herein.

Print Name_____Company_____

Signature_____Date_____



Merchandise Vendor Application Form



MAIL FORM TO:

Downtown Dayton Partnership
Attn: Music Series
10 W. Second St. Suite 611
Dayton, Ohio 45402

APPLICANT INFORMATION

(Please Print All Information)

Name: _____ Organization: _____
Address: _____ City/State: _____ Zip: _____
Day Phone: _____ Evening Phone: _____ FAX: _____
E-mail Address: _____

EVENT INFORMATION

(Please Print All Information)

Please check the event for which you are applying: ☐ Jazz Festival ☐ Blues Festival ☐ Rock Festival ☐ Reggae Festival

REQUIREMENTS (Additional fees beyond Special Event or Park Rental fees may apply)

Please list all equipment you will be bringing to place in assigned space:

Merchandise Vendor Fee \$90.00 per 10' x10' space:

Number of spaces _____ Total Cost _____

Make money orders payable to: **Downtown Dayton Partnership.**

Please list all items to be sold, including prices, below. Any addition to items listed here, must be submitted in writing no later than one week before date of event and must be approved by the Planning Committee.

Applicant hereby agrees to be responsible for repairing any damage / loss to the park or equipment which may arise from the above mentioned event. Applicant agrees to hold the City of Dayton, Ohio and the Downtown Dayton Partnership free and clear from any and all liabilities, whether to person or property, as the result of negligence on the part of said individual or organization, or the acts of any of its employees, agents, or anyone visiting the event. Applicant further agrees to adhere to all park rules which have been adopted by the City of Dayton, Ohio.

Applicant's Signature: _____

Date: _____

2015 City of Dayton Music Series

APPLICATION PACKET CHECKLIST

Please make sure that all of the following have been completed and enclosed for each event for which you are applying.

- ☐ 1. Application Form with an **Original Signature**
- ☐ 2. General Provisions Form with an **Original Signature**
- ☐ 3. Payment (make money orders payable to: **Downtown Dayton Partnership.**)

***PLEASE PLACE DOCUMENTS IN THE ORDER THEY APPEAR ON THIS CHECKLIST**

STAPLE ALL DOCUMENTS TOGETHER.

Please mail Application and General Provisions to:

Downtown Dayton Partnership

10 W. Second St., Suite 611

Dayton, Ohio 45402

Application Deadlines

Dayton Women in Jazz Festival – **June 11, 2015**

Dayton Blues Festival – **July 9, 2015**

Dayton Rock Festival – **August 6, 2015**

Dayton Reggae Festival – **August 27, 2015**

Event Dates

Dayton Women in Jazz Festival – **June 21, 2015**

Dayton Blues Festival – **July 19, 2015**

Dayton Rock Festival – **August 16, 2015**

Dayton Reggae Festival – **September 6, 2015**